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TO : Chief, D/S

DATE: 31 January 1958

FROM : Chief, S/COM

subject: Branch Report for the Calendar Month of January 1958

1. Accomplishments:

- a. The following projects were completed:
- (1) 00.2048, "Revision of OCI Handbook Poland", 25X1A9a 2 hours.
- 25X1A9a (2) 30.2044, "Guided Missile Intelligence Collection Support", Amessrs. 46.75 hours.
- (3) 30.2049, "Requirements USSR ICBM Launching Sites", Mr. 3 hours.

b. Other Accomplishments:

- (1) Two CSS items were submitted.
- (2) One CSM was submitted. /
- 25X1A9a (3) Mr. Continued with "M" Building Russian Language Course and commenced tape instruction in "Q" Building.
- 25X1A9a (4) Mr. continued German language tape instruction in "Q" Building.
- 25X1A9a (5) Mr. continued outside course work toward a PhD in Economics.
- 25X1A9a (6) Mr. continued outside course work toward a PhD in Economics.
 - (7) The undersigned completed successfully Unit IV of the ICAF Course in "Emergency Management of the National Economy".

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- (8) Annual January house cleaning completed. It comprised:
 - a. Complete revision of subject area file numbering systems, and rearranging the files accordingly.
 - b. Search for misplaced materials in all files, bookcases, and drawers.
 - c. Reduction in retained materials. File draw content reduced by 18.2 linear feet; bookcases by 4.3 linear feet.

2. Plans:

25X1A9a

a. We plan to send Miss to the OTR Clerical Refresher

25X1A9a and Reading Improvement Courses in February. Upon completion of Miss instruction, Miss will be sent to the 25X1A9a same courses 1A9a

25X1A9a b. Messrs. have applied for Dr. Dr. Problems in Report Writing.

25X1A9a

c. Mr. have applied for the OTR course in Economic Readings in Russian language, which is a continuation of their elementary course.

25X1A9a

d. Messrs. West will apply for the next "M" Building course in Elementary Russian.

25X1A9a

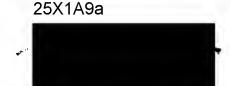
e. Mr. plans to do outside course work in the upcoming semester toward his Master's and Doctor's degree in Economics.

25X1A9a

- f. Mr. commences outside course work toward a PhD on 6 February 1958.
- g. A proposal has been submitted for a European trip for Messrs. in late February or early March.

25X1A9a Administrative Problems and Patterns:

- a. Mr. joined the Branch on 13 January 1958.
- 4. Particular Problems: None.
- 5. Recommendations: None.



SECRET